

# Contractor Performance Appraisal

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company]

Address: [Contractor's Address]

## Performance Summary

We appreciate your efforts and dedication in providing services for [Project Name]. Below is your performance appraisal based on the following criteria:

### 1. Quality of Work

[Insert feedback regarding the quality of work delivered]

### 2. Timeliness

[Insert feedback regarding adherence to deadlines]

### 3. Communication

[Insert feedback regarding communication skills]

### 4. Problem Solving

[Insert feedback regarding problem-solving abilities]

### 5. Overall Performance

[Insert overall performance rating and remarks]

## Additional Comments

[Insert any additional comments or suggestions for improvement]

Thank you for your hard work and commitment. We look forward to continuing our collaboration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]